3 February 2016

Dear Parents/Caregivers

Re: Late Arrival/Early Departure Arrangements for Stage 1 Students

Students should have received a copy of their Semester 1 timetable and we ask that you familiarise yourself with your student’s timetable and ensure that you understand the Senior Campus requirements and procedures.

On the Senior Campus, students will have unscheduled lessons on their timetables and this time is for study and school related purposes. For most students, Tuesday and Thursday afternoons appear as unscheduled lesson time; however, all students are required to attend any scheduled class, year level or whole campus activities programmed during these times.

Our expectations for Stage 1 students are:

• Students must remain on the campus from their first scheduled lesson until their last scheduled lesson each day even if they have unscheduled lessons between these times.
• Students are expected to remain on campus until lunchtime every day even if they have unscheduled lessons during this time.
• From week 2 students may apply for Home Study if they have unscheduled lessons in the morning or after lunch.
• This may be granted once they have successfully completed the Induction program which includes the afternoons of Tuesday 2nd and Thursday 4th February and all day on Friday 5th February.
• Any student granted approval for late arrival must be on time for their first scheduled lesson and must be on the campus by 10 am on Monday and Friday and by 11.20 am on Wednesday for PLG.
• Home Study privileges may be revoked if students are not working within the expectations of the school.

We look forward to working with you to ensure your student achieves their personal best and encourage you to contact us at any time if you need further information or clarification.

Yours sincerely

Nikki Kotrotsos
Deputy Principal
Senior Campus Head

Jacqui van Ruiten
Principal

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2016 Stage 1 Late Arrival/Early Departure Permission Slip

Student Name: ____________________________________________ PLG___________

I have received and sighted my student’s timetable for Semester 1 and I DO / DO NOT give my consent for them to access late arrival and early departure privileges for Home Study as detailed in this letter.

Parent/Caregiver Signature: ____________________________________________ Date: ____________

Learning Community Leader Signature: ____________________________ Date: ____________

DISTINCTION DIVERSITY RESPECT